

## AGENDA FOR THE PLAN COMMISSION

Members noticed must notify the person who prepared agenda (see below) at least 24 hours before the meeting as to whether they will not be able to attend this meeting.

**Date and Time:** Tuesday, April 20, 2021 – **5:00 PM**

**Location:** Council Chambers, Municipal Building, 101 South Blvd., Baraboo, Wisconsin

**Member Notices:** Mayor Palm, P. Wedekind, R. Franzen, J. O'Neill, T. Kolb, D. Marshall, and M. Boeggner.

**Others Noticed:** T. Pinion, C. Bradley, Cliff Bobholz, Tyson Suemnicht, Carter Arndt, Brian Bemis, Carl Pierce, Library, and Media.

### **PETITIONERS OR REPRESENTATIVES MUST BE PRESENT OR SUBJECT WILL NOT BE HEARD BY THE COMMISSION!**

#### **1. Call to Order**

- a. Note compliance with the Open Meeting Law.
- b. Roll Call
- c. Approve agenda.
- d. Approve March 16, 2021 meeting minutes.

#### **2. Public Invited to Speak** (Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.)

#### **3. New Business**

- a. Consider proposed Amendment to the existing Conditional Use Permit for the Walnut Hill Bible Church property at 1900 East Street to allow the construction of two accessory structures and a playground.
- b. Consider proposed Amendment to existing Conditional Use Permit for the Driftless Glen Distillery property at 300 Water Street to allow an expansion of the patio area of the Distillery building, an addition on the north side of the easterly Rick House building, and the addition of a storage building at 114 Ash Street that will exclusively serve the operations of the Driftless Glen Distillery.
- c. Review and Recommendation to Amend the City of Baraboo Comprehensive Plan to change the Planned Land Use of the City-owned 120-acres south of STH 33 on the east side of the City, being the East half of the SW ¼ of Section 31, T12N, R7E and the NE ¼ of the NW ¼ of Section 6, T11N, R7E, from a mixture of Planned Business, Planned Mixed Use, and Planned Ag/Rural/Vacant to a mixture of Mixed Residential and Parks/Open Space.
- d. Review and Recommendation to Rezone the City-owned 120-acres south of STH 33 on the east side of the City, being the east half of the SW ¼ of Section 31, T12N, R7E and the NE ¼ of the NW ¼ of Section 6, T11N, R7E, from A-1 Agricultural Transition to a combination of R-1A Single Family Residential, R-3 Three and Four Family Residential, R-5 Thirteen Family and Up Residential, and C-1 Conservancy District.

#### **4. Adjournment**

Mike Palm, Mayor

Agenda prepared by Kris Jackson, 355-2730, Ext. 7309  
Agenda Posted by Kris Jackson on April 14, 2021

**PLEASE TAKE NOTICE**, that any person who has a qualifying as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 south Blvd., or phone 355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

**FOR INFORMATION ONLY, NOT A NOTICE TO PUBLISH.**

## PLAN COMMISSION ITEM SUMMARY

April 20, 2021

**5:00 PM**

**SUBJECT: CONSIDER PROPOSED AMENDMENT TO THE EXISTING CONDITIONAL USE PERMIT FOR THE WALNUT HILL BIBLE CHURCH PROPERTY AT 1900 EAST STREET TO ALLOW THE CONSTRUCTION OF TWO ACCESSORY STRUCTURES AND A PLAYGROUND.**

**SUMMARY OF ITEM A:** Walnut Hill Bible Church was originally granted a Conditional Use Permit in 1998. They would like to construct three accessory structures on their property - a storage shed, a garage, and an open pavilion with some playground equipment, as shown on the drawings included in the packet.

**COMPLIANCE/NONCOMPLIANCE:**

Pursuant to Section 17.37 – *Conditional Use Review and Approval*, I have found the application to amend the CUP to be complete and have reviewed it for compliance with the ordinance.

**ACTION: Approve / Deny/ Conditionally Approve the proposed CUP Amendment (with certain conditions?)**

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**SUBJECT: CONSIDER PROPOSED AMENDMENT TO EXISTING CONDITIONAL USE PERMIT FOR THE DRIFTLESS GLEN DISTILLERY PROPERTY AT 300 WATER STREET TO ALLOW AN EXPANSION OF THE PATIO AREA OF THE DISTILLERY BUILDING, AN ADDITION ON THE NORTH SIDE OF THE EASTERLY RICK HOUSE BUILDING, AND THE ADDITION OF A STORAGE BUILDING AT 114 ASH STREET THAT WILL EXCLUSIVELY SERVE THE OPERATIONS OF THE DRIFTLESS GLEN DISTILLERY.**

**SUMMARY OF ITEM B:** Driftless Glen was originally granted a Conditional Use Permit for their Distillery and ancillary buildings in 2013.

**COMPLIANCE/NONCOMPLIANCE:**

Pursuant to Section 17.37 – *Conditional Use Review and Approval*, I have found the application to amend the CUP to be complete and have reviewed it for compliance with the ordinance.

**ACTION: Approve / Deny/ Conditionally Approve the proposed CUP Amendment (with certain conditions?)**

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**SSUBJECT: REVIEW AND RECOMMENDATION TO AMEND THE CITY OF BARABOO COMPREHENSIVE PLAN TO CHANGE THE PLANNED LAND USE OF THE CITY-OWNED 120-ACRES SOUTH OF STH 33 ON THE EAST SIDE OF THE CITY, BEING THE EAST HALF OF THE SW ¼ OF SECTION 31, T12N, R7E AND THE NE ¼ OF THE NW ¼ OF SECTION 6, T11N, R7E, FROM A MIXTURE OF PLANNED BUSINESS, PLANNED MIXED USE, AND PLANNED AG/RURAL/VACANT TO A MIXTURE OF MIXED RESIDENTIAL AND PARKS/OPEN SPACE.**

**SUMMARY OF ITEM C:** City Council has authorized staff to work with a prospective developer on a conceptual plan for a mixed residential development on the “Jackson Farm” property (120-acres of predominantly vacant land the City purchased in 2003). The current Comprehensive Plan contemplated the future land use as Planned Business and Planned Mixed Use. Since land use and zoning are supposed to be consistent with the Comprehensive Plan, there is a need to amend the Comprehensive Plan to accommodate the proposed development. Included in the packet is a map showing the existing planned land use as well as the proposed revised planned land uses for the subject property.

**COMPLIANCE/NONCOMPLIANCE:**

Pursuant to Section 66.1001(4) of the Wisconsin State Statutes, any Amendment to the adopted Comprehensive Plan requires a favorable vote from the majority of Plan Commission members.

**ACTION:** Approve / Deny proposed Amendment to the Comprehensive Plan and Forward to Common Council for with a favorable recommendation to Amend the Comprehensive Plan to facilitate the development of the City-owned Jackson Farm property.

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**SUBJECT:** REVIEW AND RECOMMENDATION TO REZONE THE CITY-OWNED 120-ACRES SOUTH OF STH 33 ON THE EAST SIDE OF THE CITY, BEING THE EAST HALF OF THE SW ¼ OF SECTION 31, T12N, R7E AND THE NE ¼ OF THE NW ¼ OF SECTION 6, T11N, R7E, FROM A-1 AGRICULTURAL TRANSITION TO A COMBINATION OF R-1A SINGLE FAMILY RESIDENTIAL, R-3 THREE AND FOUR FAMILY RESIDENTIAL, R-5 THIRTEEN FAMILY AND UP RESIDENTIAL, AND C-1 CONSERVANCY DISTRICT.

**SUMMARY OF ITEM D:** To facilitate the development of the “Jackson Farm” property, it will be necessary to re-zone the property accordingly.....provided, of course, the Comprehensive Plan is amended. I have included a location map, along with a map showing the existing and proposed zoning districts, and a preliminary concept plan showing the proposed mixed residential development.

**ACTION:** Forward to Common Council for a Public Hearing on the Rezoning with a recommendation to Approve/Conditionally Approve/or Deny the Proposed Rezoning to a mixture of R-5 Thirteen-Family and Up Residential, R-3 Three- to Four-Family Residential and C-1 Conservancy zoning classifications.

**PLAN COMMISSION ITEM SUMMARY**  
**March 16, 2021**

**SUBJECT: CONSIDER THE REQUEST OF D MITCHELL LLC FOR A CONDITIONAL USE PERMIT TO CONVERT THE EXISTING TWO-UNIT RESIDENTIAL DWELLING TO TWO SIDE-BY-SIDE ATTACHED SINGLE-FAMILY RESIDENTIAL DWELLINGS IN AN R-3 THREE- AND FOUR-FAMILY RESIDENTIAL ZONING DISTRICT, LOCATED AT 1350/1352 LAKE STREET, CITY OF BARABOO, WISCONSIN.**

**SUMMARY OF ITEMS A & B:** Dave Mitchell is the owner of the duplex that is currently under construction on this lot and he would like to convert the duplex to two side-by-side single-family attached dwellings so they can be sold separately. A Certified Survey Map that divides the property is also included for your consideration.

**COMPLIANCE/NONCOMPLIANCE:**

Pursuant to Section 17.37 – *Conditional Use Review and Approval*, I have found the application to be complete and have reviewed it for compliance with the ordinance. The proposed side-by-side dwellings satisfy the six requisite conditions of Section 17.37(9)(a), which includes a requirement for the corresponding CSM.

**ACTION: Approve / Deny Conditional Use Permit (with certain conditions?)**

**ACTION: Approve / Conditionally Approve / Deny CSM**

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**SUBJECT: REVIEW GENERAL DEVELOPMENT PLAN/SPECIFIC IMPLEMENTATION PLAN IN ACCORDANCE WITH STEPS 3 & 4 OF THE PLANNED DEVELOPMENT FOR LINDA GUMZ TO CONVERT A PORTION OF THE EXISTING (WILD APPLES) BUILDING AT 302 8<sup>TH</sup> STREET, LOCATED ON THE SOUTHEAST CORNER OF 8<sup>TH</sup> AND EAST STREETS, TO A (PRIVATE) RETREAT/EVENT CENTER TYPE OF USE TO HOST A VARIETY OF INSTRUCTIONAL CLASSES AND THE LIKE IN AN NRO – NEIGHBORHOOD RESIDENTIAL/OFFICE ZONING DISTRICT ON LOT 5 AND 6 OF PECK’S ADDITION TO THE CITY OF BARABOO, WISCONSIN.**

**SUMMARY OF ITEM C:** The applicant is in the process of purchasing the property at 302 8<sup>th</sup> Street and convert the existing building to mixed use facility. The front portion of the existing building would be occupied by Wild Apples and the rear portion of the existing building along with a proposed addition would be used as a retreat center of sorts. The applicant has provided a detailed description of their proposed use as well as elevations and proposed floor plan for this project, which are included in the packet.

The final Site Lighting Plan, and Landscaping Plan will be submitted to staff for review and approval at a future date.

**COMPLIANCE/NONCOMPLIANCE:**

Pursuant to Section 17.36B – *Planned Unit Developments*, I have found the application to be complete and have reviewed it for compliance with the ordinance.

**ACTION: Approve/Conditionally Approve/Deny the GDP/SIP.**

**ACTION: Forward to Common Council for a Public Hearing on the Re-Zoning with a recommendation to Approve the Planned Development overlay district.**

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**SUBJECT: REVIEW AND APPROVE FINAL PLAT OF SECTION “X” ADDITION TO THE WALNUT HILL CEMETERY, CONSISTING OF A SINGLE LOT LOCATED IN THE SW ¼ OF THE SE ¼ OF SECTION 26, T12N, R6E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN, BY THE BARABOO CEMETERY ASSOCIATION.**



**SUMMARY OF ITEM D:** The Baraboo Cemetery Association would like to plat this new lot and add it to the Walnut Hill Cemetery. This Final Plat conforms with the requirements set forth in Ch 236 of the Wisconsin State Statutes as well as the City's Subdivision and Platting Code.

This Final Plat is subject to formal approval by the Common Council.

**COMPLIANCE/NONCOMPLIANCE:**

Pursuant to Chapter 18 – *Subdivision and Platting*, I have found the Final Plat to be complete and have reviewed it for compliance with the ordinance.

**ACTION:** Forward to Common Council with your Approval/Conditional Approval / Denial of the Final Plat of Section "X" Addition to the Walnut Hill Cemetery

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**SUBJECT:** REVIEW REVIEW AND APPROVE A 2-LOT CERTIFIED SURVEY MAP FOR THE FORMER VIKING EXPRESS PROPERTY AT 818 8<sup>TH</sup> STREET, LOCATED ON THE SOUTHWEST CORNER OF 8<sup>TH</sup> & JEFFERSON, BEING PART OF THE NW ¼ OF THE SE ¼ AND THE SE ¼ OF THE NE ¼ OF SECTION 36, T12N, R6E, CITY OF BARABOO, SAUK COUNTY, WISCONSIN, BY BP OPERATORS, LLC.

**SUMMARY OF ITEM E:** This Survey simply divides the existing property to separate the former principal structure in the northeast corner of the property from its accessory structure in the southwest corner of the property. Each building will operate an independent business.

**COMPLIANCE/NONCOMPLIANCE:**

Pursuant to Section 18.06 – *Certified Survey Map*, I have found the CSM to be complete and have reviewed it for compliance with the ordinance.

**ACTION:** Approve / Conditionally Approve / Deny CSM

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**SUBJECT:** REVIEW AND RECOMMENDATION ON THE ANNEXATION AND ZONING UPON ANNEXATION OF A PARCEL OF LAND ON THE NORTH SIDE OF CARPENTER STREET, LOCATED IN THE SW ¼ OF THE SE ¼ SECTION 34, T12N, R6E IN THE TOWN OF BARABOO, TOTALING APPROXIMATELY 1.91 ACRES OWNED BY KENNETH H & JOYCE A ALT REVOCABLE LIVING TRUST.

**SUMMARY OF ITEM F:** Kenneth Alt has petitioned for the annexation of his property, which is located on the north side of Carpenter Street. The Alt parcel is occupied by a single-family home and garage. Mr. Alt would like to have his property zoned as R-1A, Single-Family Residential upon annexation, which is consistent with the surrounding zoning classification. I have included a map of the showing the property that is proposed to be annexed.

**COMPLIANCE/NONCOMPLIANCE:**

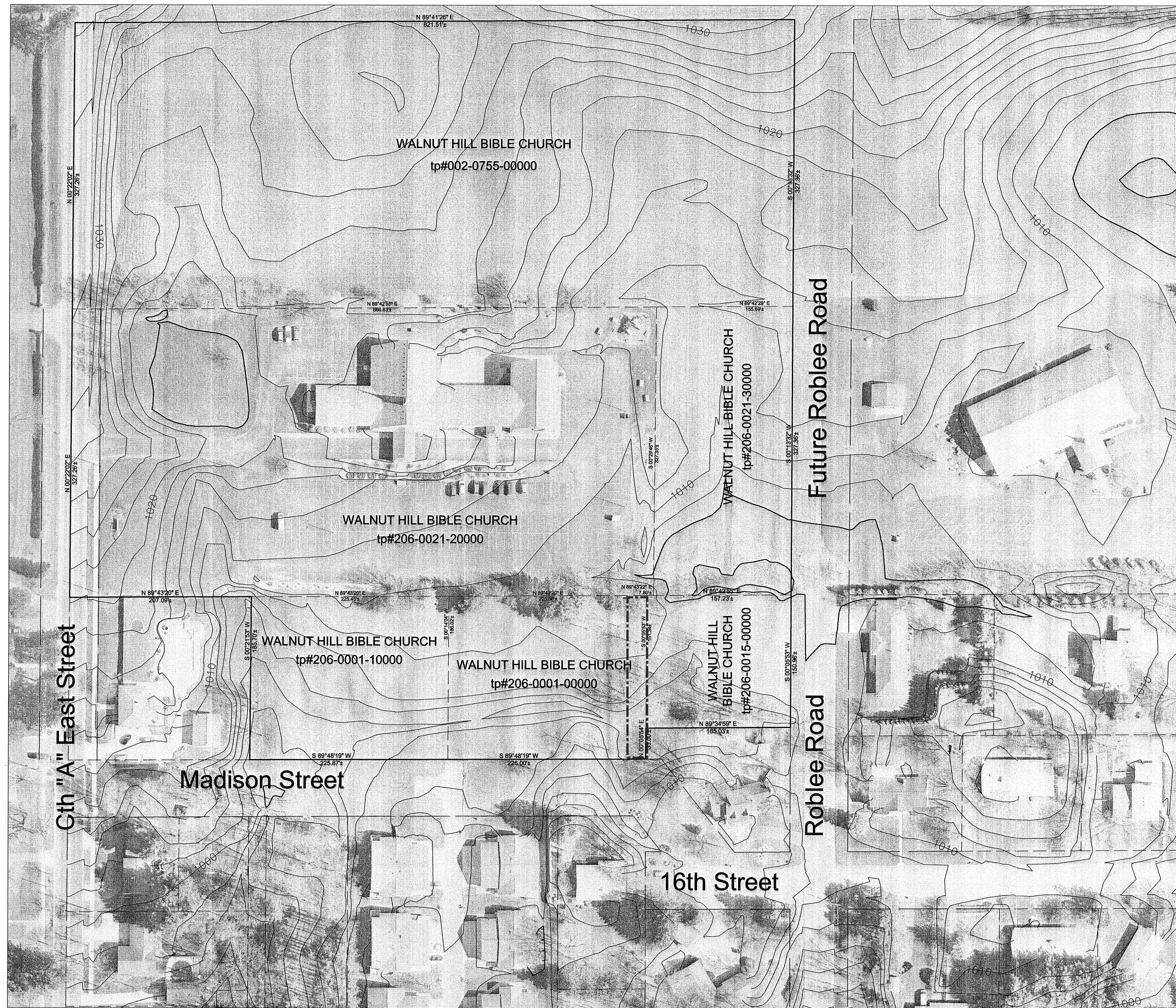
The City Clerk has found the annexation petition to be complete.

**ACTION:** Forward the Petition to the Common Council with a recommendation to approve the annexation and recommend an appropriate Zoning Classification upon annexation.







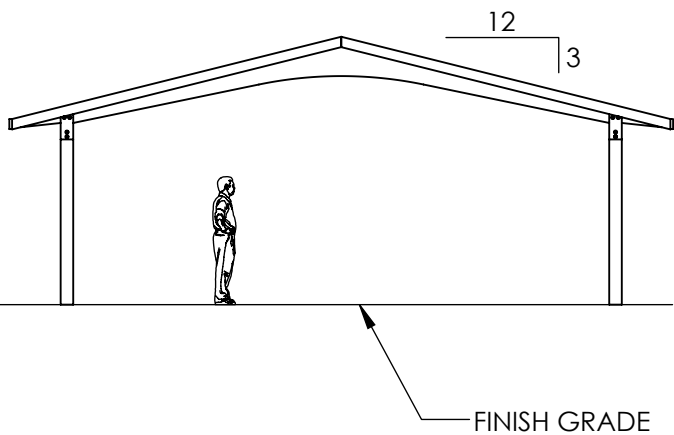
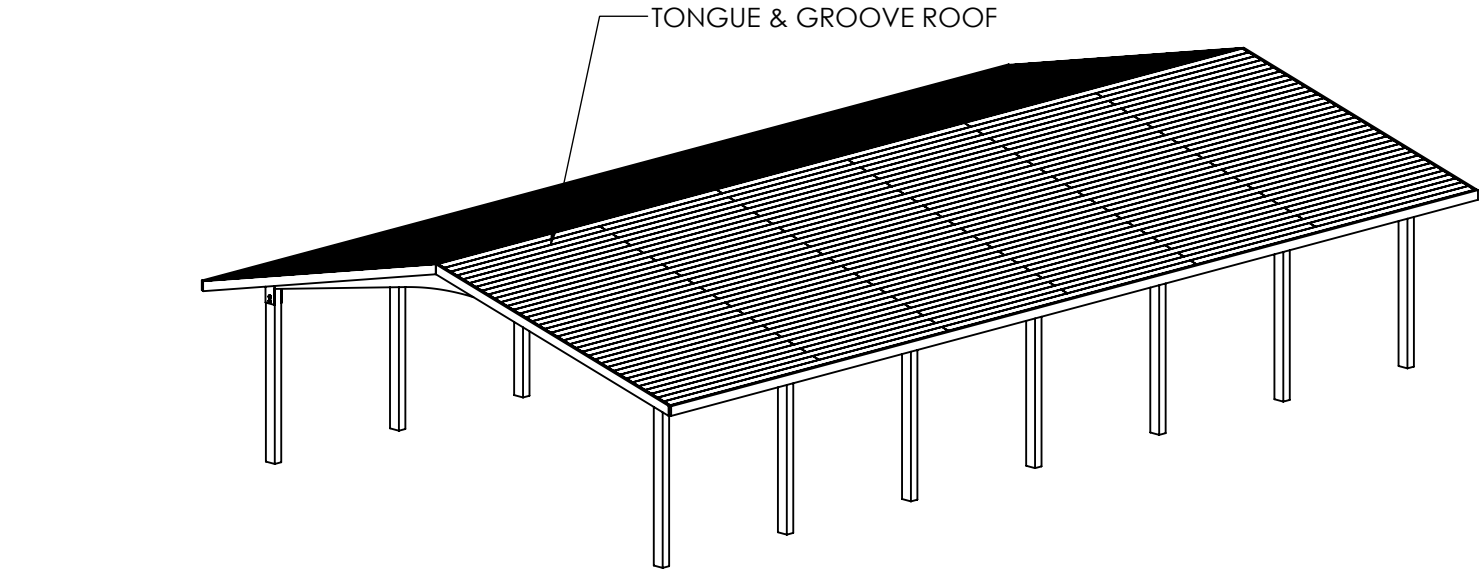
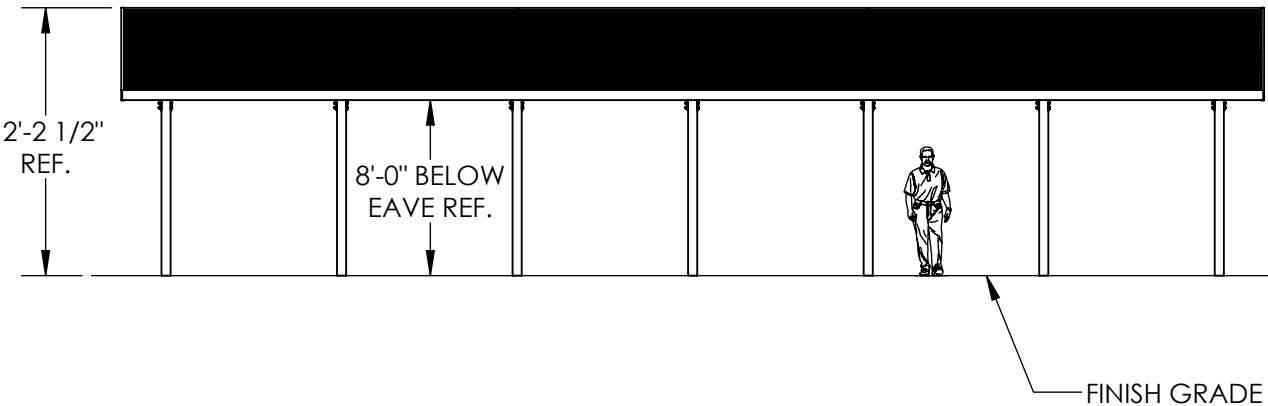
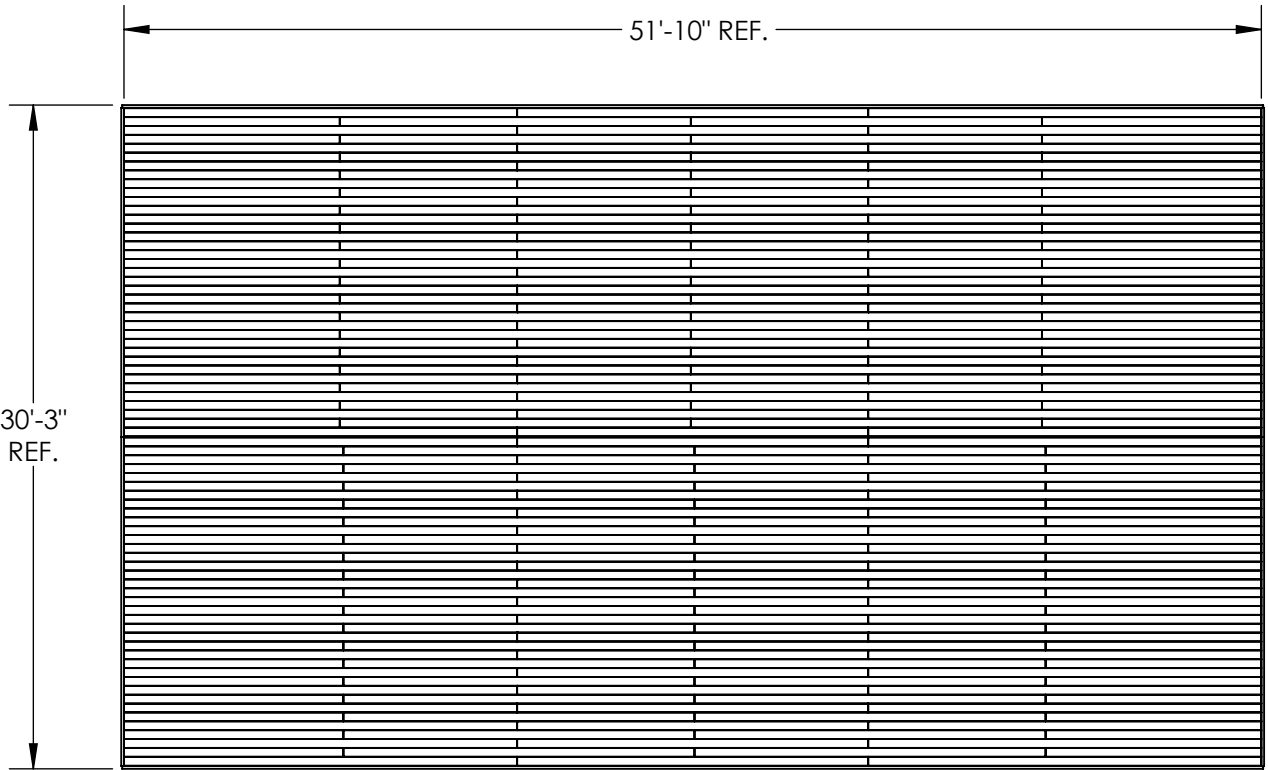








NOTE: THIS IS A  
PLANNING LEVEL DRAWING.  
THE STRUCTURE SHOWN IS SUBJECT TO  
ON-GOING DESIGN REVIEW AND  
UPDATE. EXPECT SOME CHANGES  
TO MATERIAL SIZES AND GENERAL  
DIMENSIONS. ONLY USE DRAWINGS  
PROVIDED WITH ENGINEERED  
STRUCTURES FOR CONSTRUCTION.



THIS SHELTER PROVIDES 1,560 SQ. FT. OF SHADE.

SHELTER MODEL:  
**WOOD RECTANGLE 30X52**  
**WLG 30X52**

SCALE:1:105

REV LEVEL:A

DATE:9/1/2011

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PARK ARCHITECTURE

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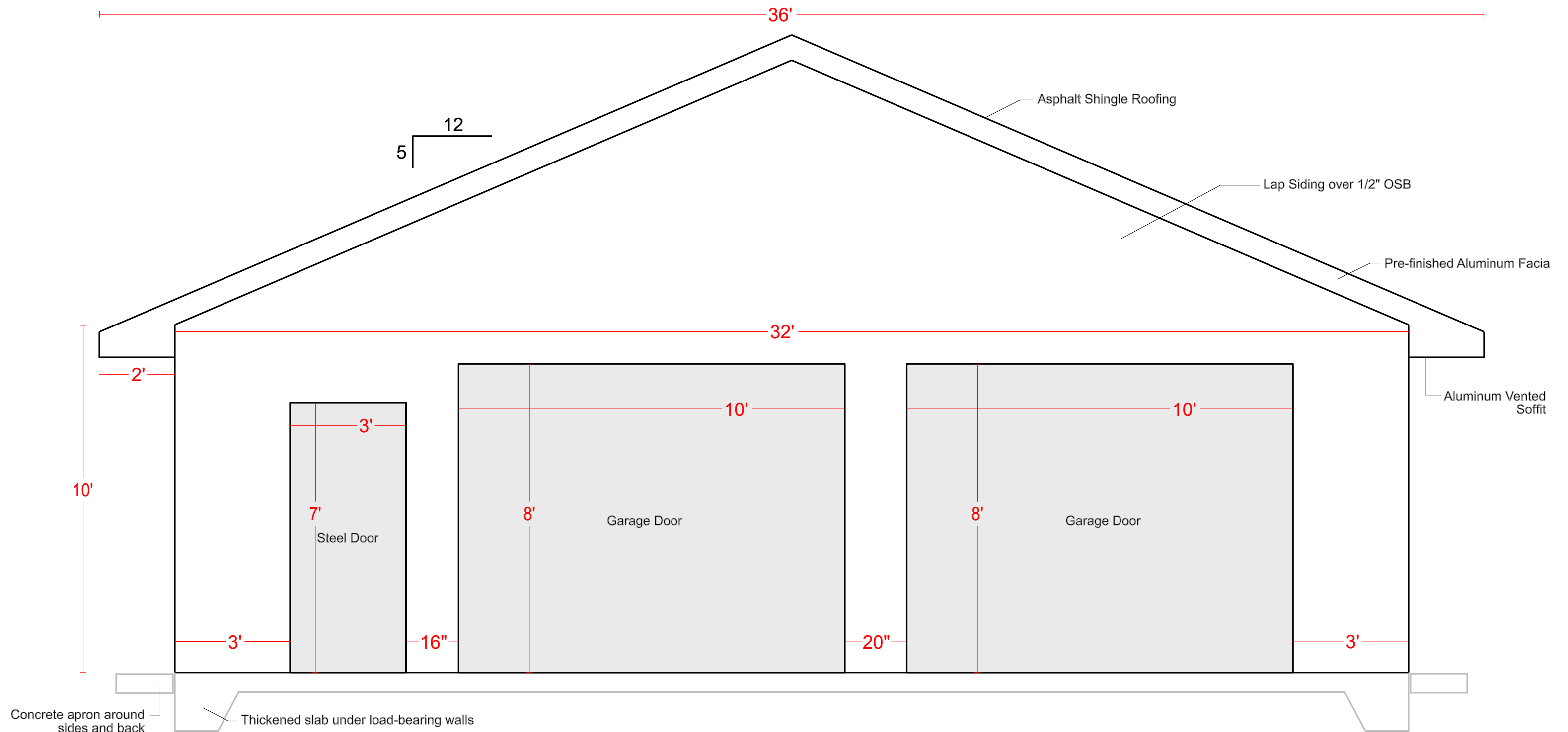
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SHEET  
**ELEVATION VIEWS**

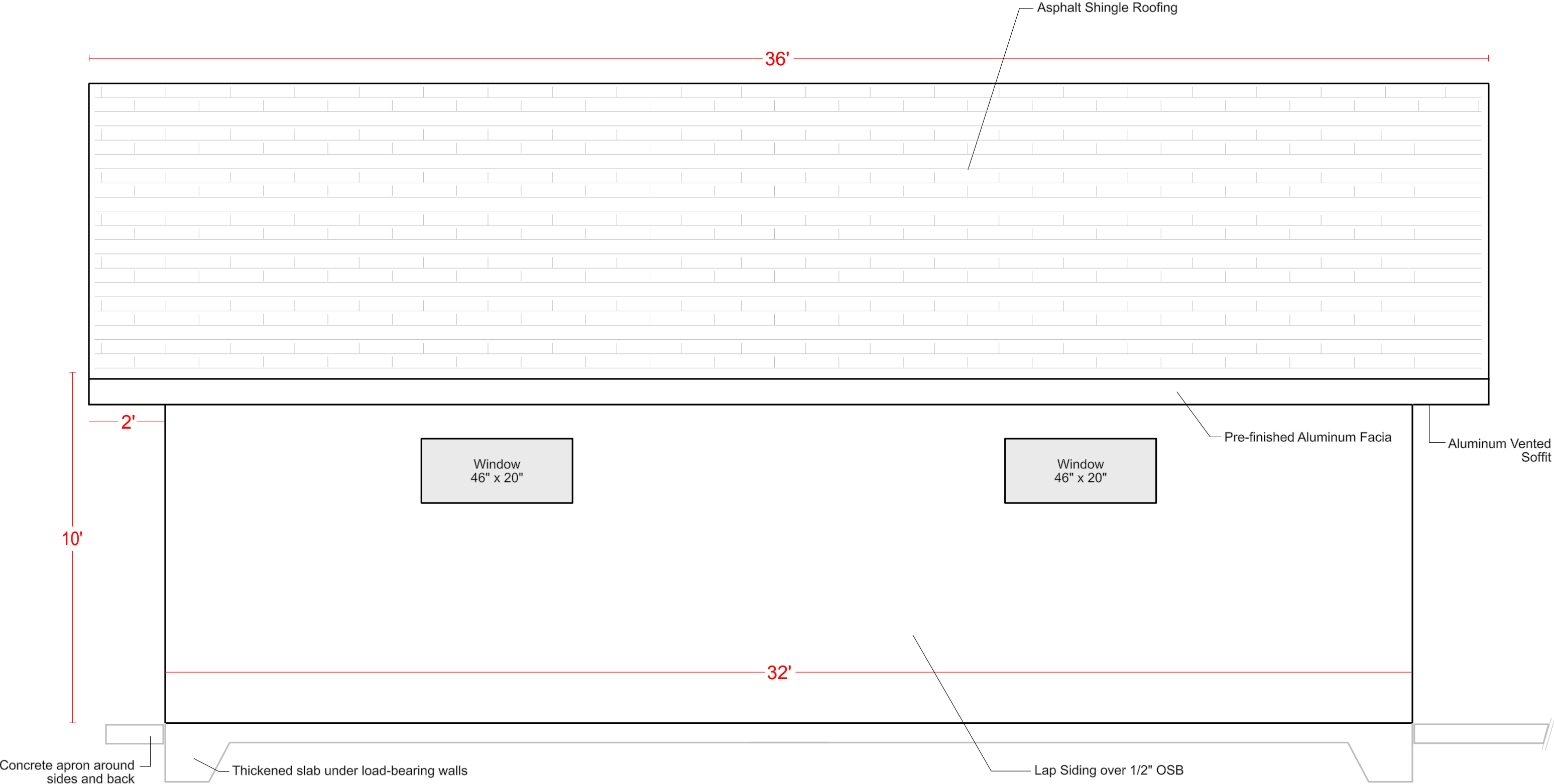
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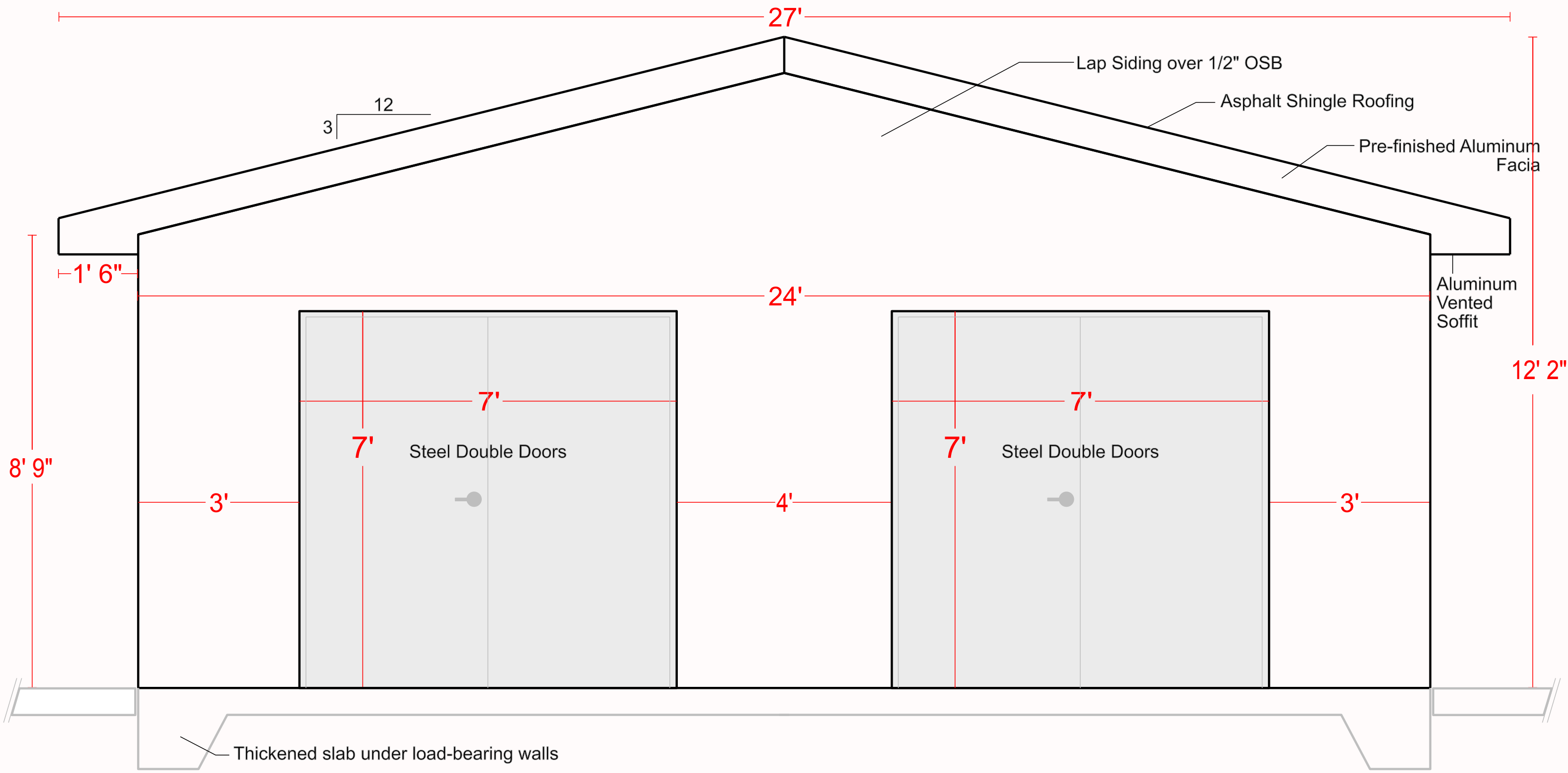
Copyright laws protect the style and visual appearance of the structure while patents may protect other parts of the design.



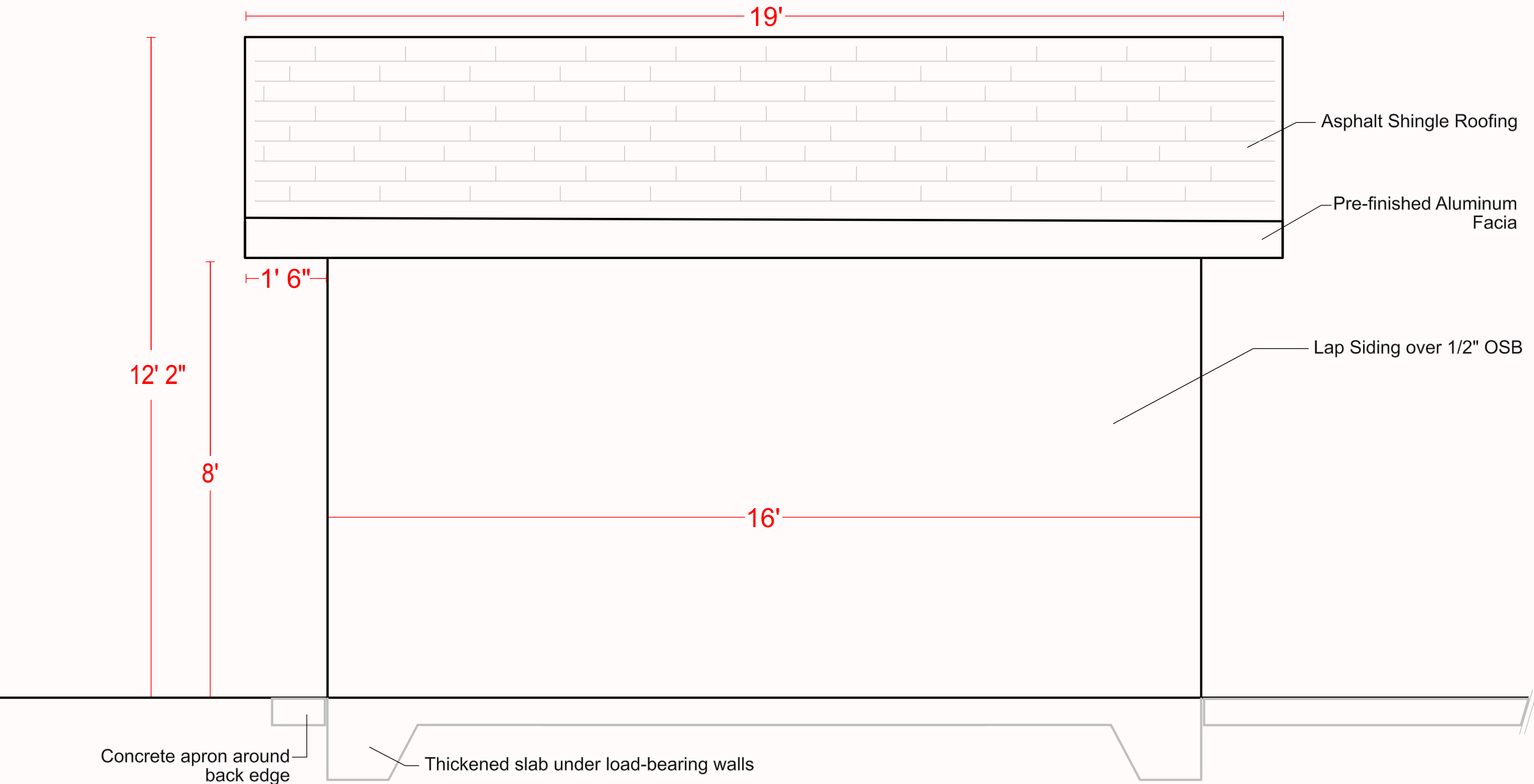




WALNUT HILL BIBLE CHURCH  
Garage  
West Elevation



WALNUT HILL BIBLE CHURCH  
Storage Shed  
West Elevation



WALNUT HILL BIBLE CHURCH  
Storage Shed  
North Elevation



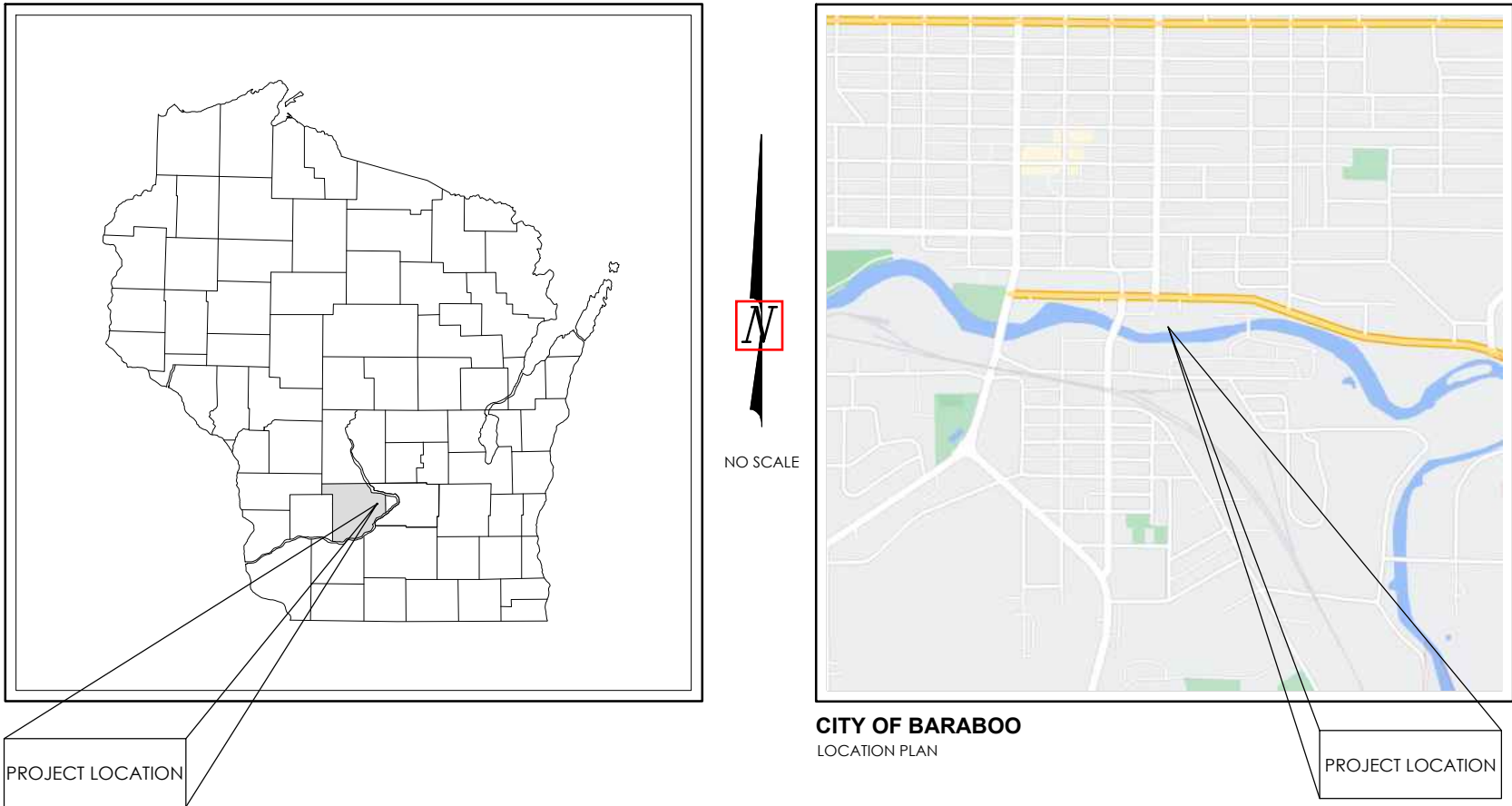
**General Engineering Company**

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# RICKHOUSE BUILDING ADDITION DRIFTLESS GLEN PROPERTIES, LLC

CITY OF BARABOO  
SAUK COUNTY, WI



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C4.0	PROPOSED GRADING & E.C.
C5.0	EROSION CONTROL DETAILS
C6.0	EROSION CONTROL SPECIFICATIONS

**TITLE PAGE**  
**RICKHOUSE BUILDING ADDITION**  
**DRIFTLESS GLEN PROPERTIES, LLC**  
  
**CITY OF BARABOO**  
**SAUK COUNTY, WI**

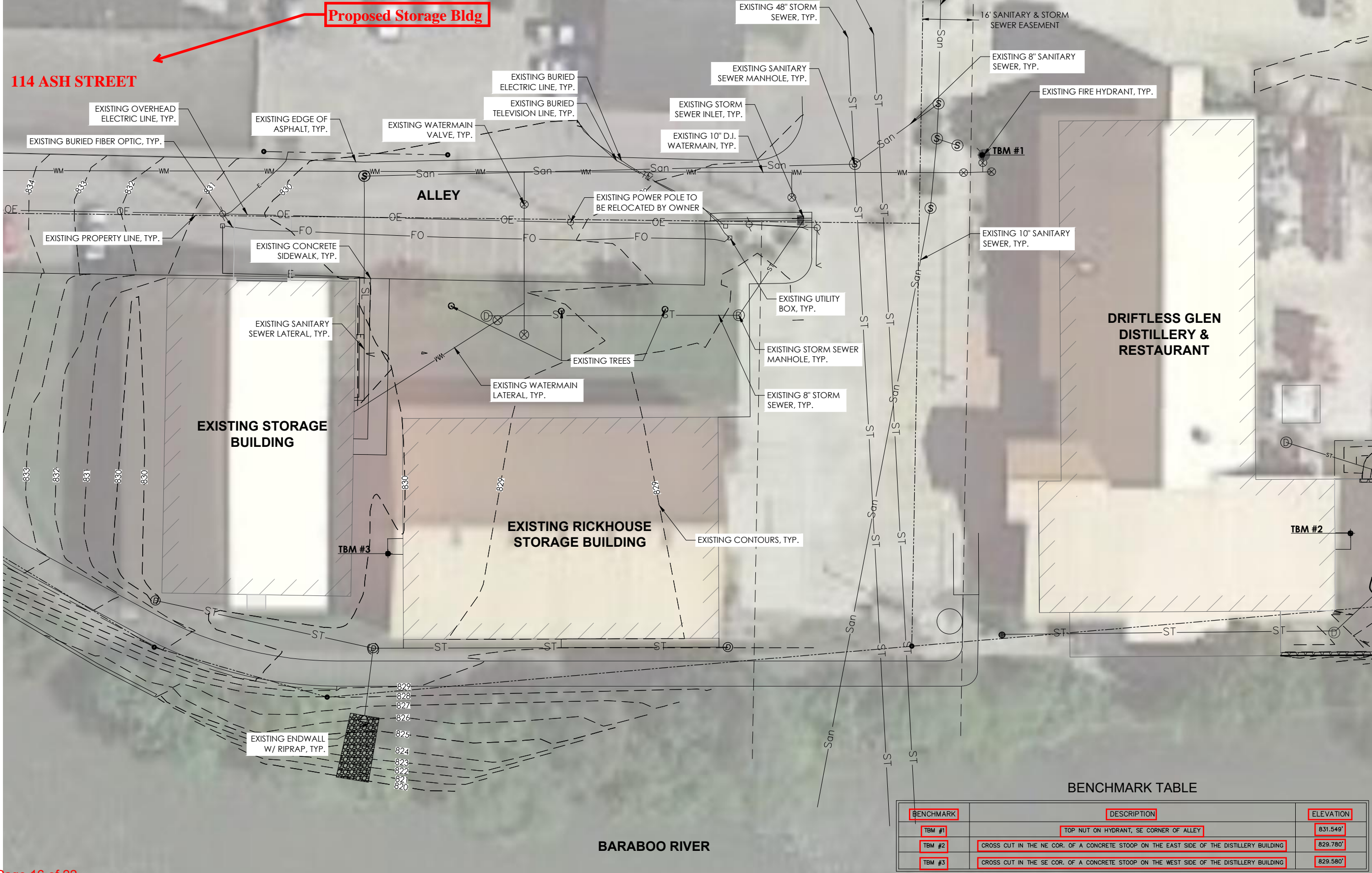
REVISIONS	NO.	BY	DATE

SCALE

DRAWN BY	JLM
REVIEWED BY	BRB
ISSUE DATE	FEB 2021
GEC FILE NO.	2-0221-128
SHEET NO.	<b>G1.0</b>



- NOTES:
1. ALL EXISTING UNDERGROUND UTILITY LOCATIONS ARE APPROXIMATE AND SHOULD BE FIELD VERIFIED PRIOR TO CONSTRUCTION.
  2. ALL GENERAL NOTES FOUND ON SHEET G1.1.
  3. ALL WATER MAIN LINES/VALVES MAY NOT BE SHOWN. CONTRACTOR TO VERIFY.



BENCHMARK TABLE		
BENCHMARK	DESCRIPTION	ELEVATION
TBM #1	TOP NUT ON HYDRANT, SE CORNER OF ALLEY	831.549'
TBM #2	CROSS CUT IN THE NE COR. OF A CONCRETE STOOP ON THE EAST SIDE OF THE DISTILLERY BUILDING	829.780'
TBM #3	CROSS CUT IN THE SE COR. OF A CONCRETE STOOP ON THE WEST SIDE OF THE DISTILLERY BUILDING	829.580'

**General Engineering Company**  
P.O. Box 340 • 916 Silver Lake Dr. • Portage, WI 53901  
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www.generalengineering.net

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**EXISTING SITE PLAN**  
**RICKHOUSE BUILDING ADDITION**  
**DRIFTLESS GLEN PROPERTIES, LLC**

**CITY OF BARABOO**  
**SAUK COUNTY, WI**

REVISIONS	NO.	BY	DATE

0 30  
SCALE

DRAWN BY: JLM  
REVIEWED BY: BRB  
ISSUE DATE: FEB 2021  
GEC FILE NO.: 2-0221-128  
SHEET NO.: **C1.0**

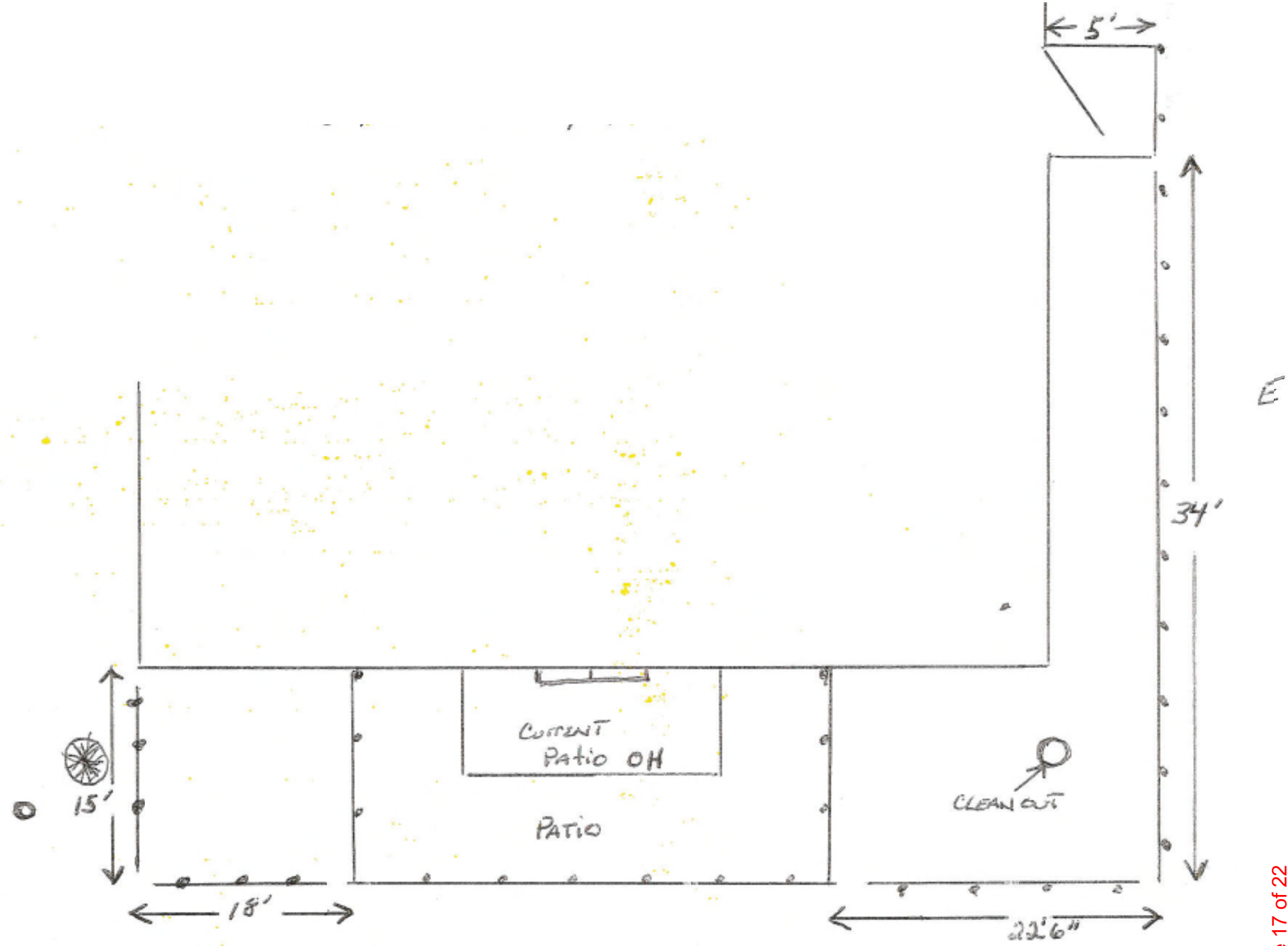




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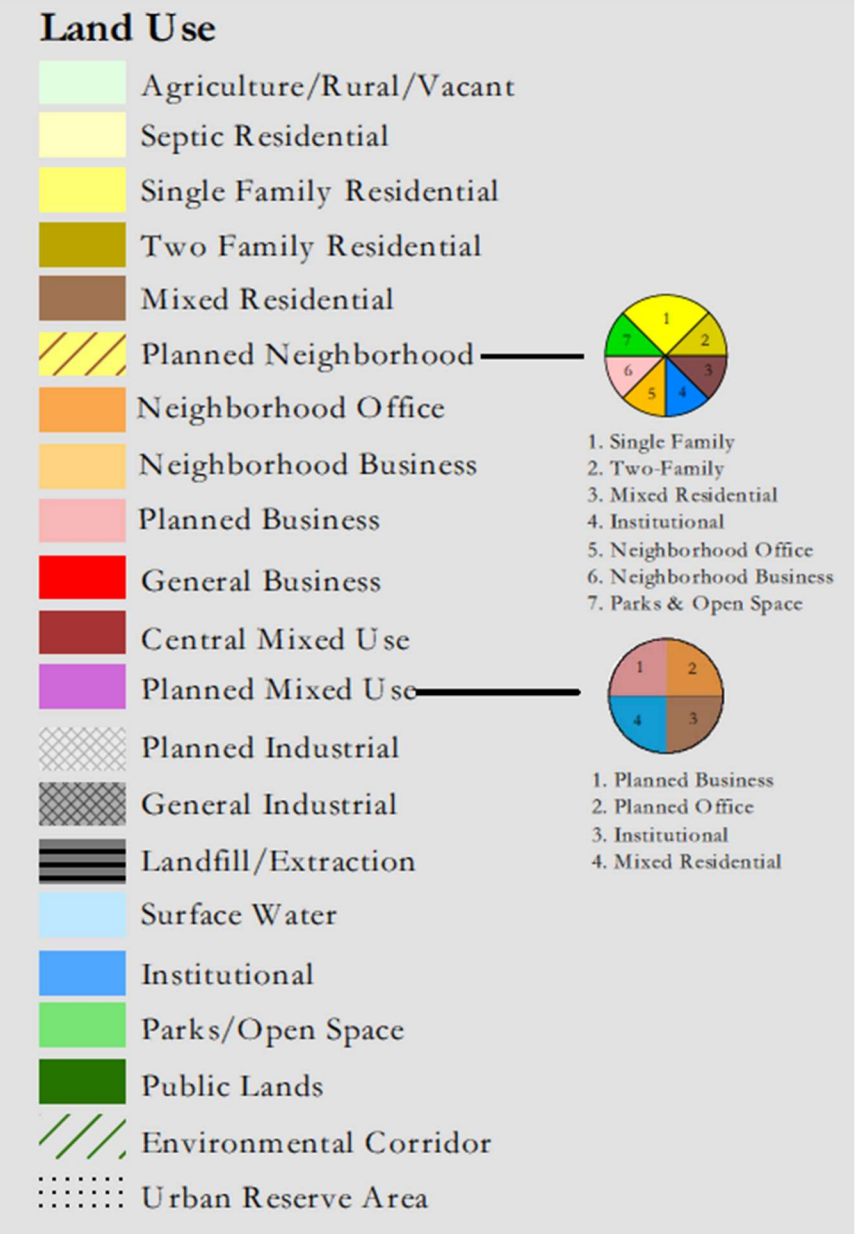
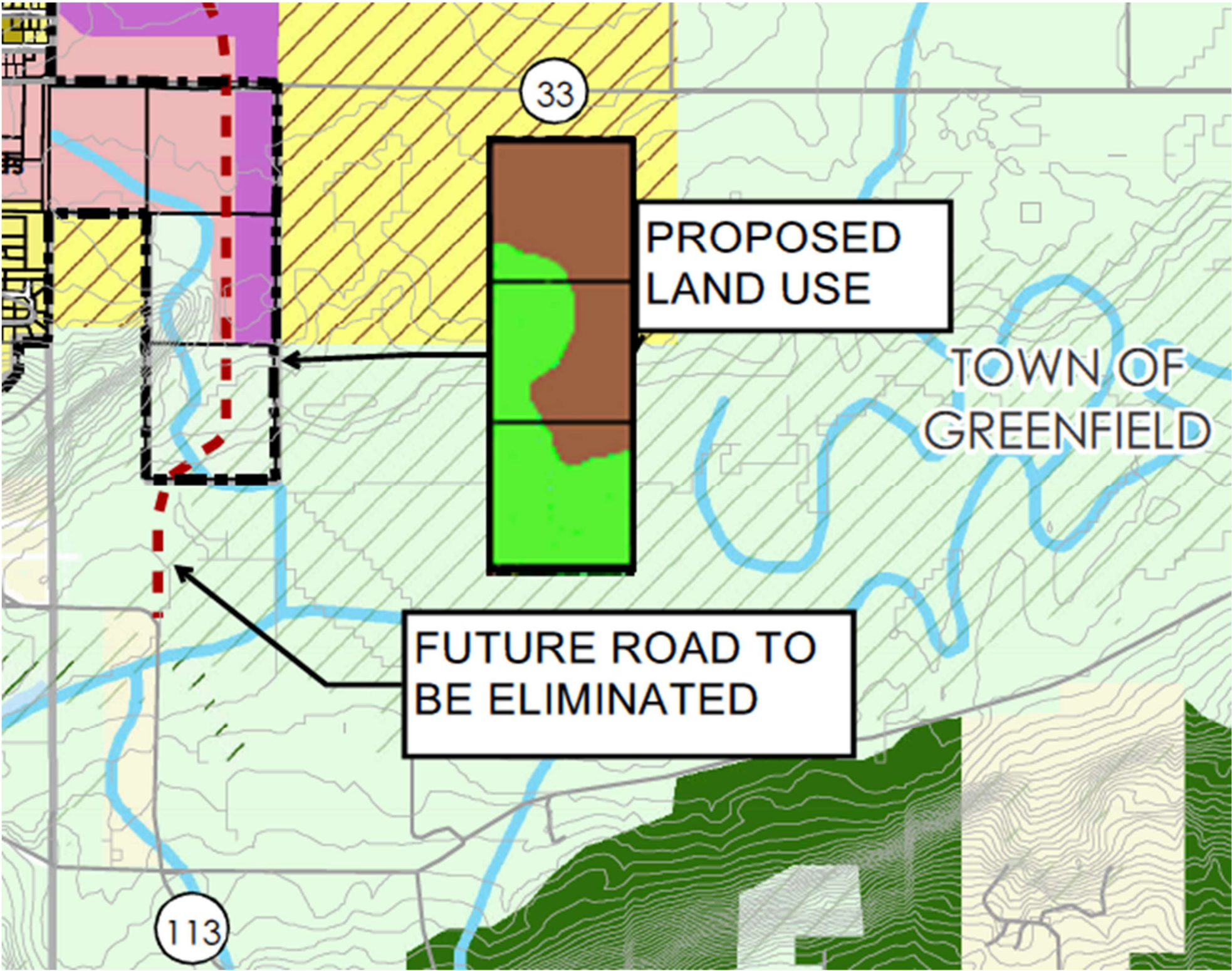




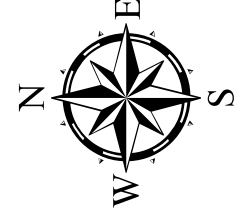




PROPOSED LAND USE



# JACKSON PROPERTY ZONING



A horizontal scale bar with three segments. The first segment is black and labeled '1,000' below it. The second segment is white and labeled '500' below it. The third segment is black and labeled '0' below it. The unit 'Feet' is written at the right end of the bar.



